

Hall of Records  
Commission

**SCHEDULE FOR RECORDS RETENTION**  
Submitted to the Records Management Division  
Hall of Records Commission

SCHEDULE NO. **C-2**

PAGE NO. **1**

1. Requesting Agency <b>MONTGOMERY COUNTY DEPARTMENT OF FINANCE</b>	2. Division or Bureau of Requesting Agency <b>OFFICE OF THE DIRECTOR</b>
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3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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**1. CORRESPONDENCE**  
This file consists of correspondence (generally 8 1/2" x 11") dealing generally with the functions of the Department. (Correspondence concerning taxes or finance problems of specific individuals is normally filed elsewhere in the Department, however, when such correspondence from an individual is directed specifically to the attention of the Director of Finance, the material is filed in this general correspondence file.) The file also contains annual report worksheets, supplemental material concerning outside audit, Federal and State Government reports, Investment Rating House reports and interoffice memorandums. The material is filed alphabetically by subject or name of person and then chronologically. It occupies 3 legal size drawers (6 cubic feet) for the years 1950 to date in the office area. (There may be additional files in the Courthouse.) The annual rate of accumulation is 1 drawer (2 cubic feet). No immediate destruction of material is anticipated upon approval of this schedule.

**RECOMMENDATION: RETAIN FIVE YEARS AFTER CREATION OR RECEIPT (ACTIVE FILE FOR TWO YEARS, TRANSFER TO INACTIVE FILE FOR THREE YEARS) AND THEN DESTROY.**

**2. LEGAL OPINIONS**  
This file contains the original opinions prepared by the County Attorney or the Attorney General on matters concerning taxes, assessments, bonds, etc. (Legal opinions prepared in connection with bond issues are filed in the Bond File - Item 6 of this schedule.) These opinions are constantly referred to and should be retained permanently for future reference. The material is filed chronologically and occupies less than 1/2 cubic foot for the period 1950 to date. The annual rate of accumulation is negligible.

Approved  
Hall of Records  
Commission  
Date .....

APPROVED BY  
BOARD OF PUBLIC WORKS

Secretary  
*[Signature]*

Approved  
Hall of Records  
Commission

7. Agency, Division or Bureau Representative

*Alex H. Hancock* Director of Finance  
Signature Title

APR 6 1954  
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

Date

Archivist

Date

Secretary

TEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

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4.	<p>5. Description of Records</p> <p>Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.</p>	<p>6. Recommendation of Hall of Records and Board of Public Works.</p>
3.	<p><b>RECOMMENDATION: RETAIN PERMANENTLY.</b></p> <p><b>STATISTICAL WORKSHEETS</b></p> <p>These worksheets (generally 8½" x 11") relate to statistics concerning the various functions of the Department. The statistical studies or surveys are made on request. In summary form, these worksheets have some continuing use. The material is filed alphabetically by subject of study. The file occupies 2 drawers (4 cubic feet) for the years 1939 to date in the office area. The annual rate of accumulation is 4 to 5 linear inches (less than 1/2 cubic foot). Approximately 2 cubic feet of material will be disposed of upon approval of this schedule.</p> <p><b>RECOMMENDATION: RETAIN THREE YEARS AFTER COMPLETION OF STUDY TO WHICH RELATED AND THEN DESTROY.</b></p>	<p><i>Approved Hall of Records Commission</i></p>
4.	<p><b>AUDIT REPORTS (INSIDE)</b></p> <p>This is an unnumbered form (8½" x 11") used for the preparation of the inside monthly audit reports for all departments handling money. The form is prepared in sextuplicate and is distributed as follows: original to Department head, one carbon to County Manager, Division head, Clerk of Council, Internal Auditor and Director of Finance. (Where Audit Report is concerned with the Court, the Judge or Trial Magistrate receives the original copy and the Clerk of Court receives the carbon copy normally sent to the Division head.) This schedule is concerned with the carbon copy sent to the Director of Finance.</p> <p>The reports are filed chronologically by month and by department therein, and are housed in metal cabinets. The file occupies 18 linear inches (1 cubic foot) for the period 1950 to 1954. The annual rate of accumulation is less than 1/2 cubic foot. No record material will be disposed of upon approval of this schedule.</p> <p><b>RECOMMENDATION: RETAIN THREE YEARS AFTER CREATION OR RECEIPT (ACTIVE FILE FOR TWO YEARS, TRANSFER TO INACTIVE FILE FOR ONE YEAR) AND THEN DESTROY.</b></p>	<p><i>Approved Hall of Records Commission</i></p> <p>APPROVED BY BOARD OF PUBLIC WORKS APR 13 1954 Date .....</p> <p><i>Secretary</i></p>
5.	<p><b>AUDIT REPORTS (OUTSIDE)</b></p> <p>An outside audit is conducted annually in the County. The reports, original signed copies, are maintained in 9" x 12" binders and are filed by year of audit. The reports, which are used in the preparation of printed reports, cover the period 1931 to date. (The first audit report covered the years 1915 to 1931.) There is some duplication in the file, however, all carbons of the original report are considered <u>non-record</u>. The file occupies 1½ legal size drawers (3 cubic feet). The annual rate of accumulation is 2 linear inches.</p> <p><b>RECOMMENDATION: RETAIN PERMANENTLY.</b></p>	<p><i>Approved Hall of Records Commission</i></p>
6.	<p><b>BOND FILE</b></p> <p>This file consists of materials relating to bond issues; included are correspondence (generally 8½" x 11"), worksheets, bid cards (5" x 8") one for each bid, bids (Prospectus) and detailed reports</p>	<p><i>Approved Hall of Records Commission</i></p>

REQUEST FOR RECORDS RETENTION SCHEDULE  
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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
	<p>for preparation of bond issue. Copies of the authorizing resolution and legal opinion on the bond issue are also contained in this file. The material is filed by bond issue and occupies 1 1/2 drawers (3 cubic feet) for the years 1945 to date. Material in this file prior to 1945 is stored in the Courthouse storage area and is inaccessible. The annual rate of accumulation is less than 1/2 cubic foot.</p> <p>RECOMMENDATION: RETAIN IN CURRENT FILE WHILE BOND ISSUE IS ACTIVE, TRANSFER TO INACTIVE FILE FOR TEN YEARS AND THEN DESTROY.</p>	<p>APPROVED BY BOARD OF PUBLIC WORKS Date ...APR 13 1954 <i>[Signature]</i> Secretary</p>